

To: [Hiring Manager Name]
From: [Your Name/Recruiter Name]
Date: [Current Date]

Subject: Candidate Submittal: [Candidate Name] - [Position Title]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Position Title]** role on a contract-to-hire basis. Following our discussions regarding the leadership requirements for [Company Name], I believe this candidate possesses the strategic vision and executive experience necessary to drive immediate results during the evaluation period.

Candidate Overview:

- **Current Role:** [Current Title/Company]
- **Relevant Experience:** [Number] years in executive leadership.
- **Key Achievement:** [Briefly mention a specific high-level accomplishment].
- **Education/Certifications:** [List relevant degrees or credentials].

Contract-to-Hire Details:

- **Availability:** [Start Date/Notice Period]
- **Hourly Bill Rate:** \$[Rate]
- **Conversion Salary Expectation:** \$[Salary Amount]
- **Contract Duration:** [Number of months, e.g., 6 months]

Recruiter Assessment:

[Insert 2-3 sentences regarding why the candidate is a cultural fit and their specific strengths related to the project or department goals].

I have attached the candidate's resume and professional references for your review. Please let me know your availability for an initial interview.

Best regards,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]